

Second Notice - Professional Tone

Subject: Second Notice - Outstanding Balance on Your Account

Dear [Patient Name],

This is a follow-up to our previous communication dated [Date] regarding the outstanding balance of \$[Amount] on your account for services provided on [Date].

According to our records, we have not yet received payment for the above-mentioned amount. We understand that circumstances can sometimes delay payment, and we want to work with you to resolve this matter.

Please remit payment within 15 days of receiving this notice. If you're experiencing financial difficulties, we encourage you to contact our billing office at [Phone Number] to discuss possible payment plan options. We offer flexible arrangements to help make your healthcare expenses more manageable.

Payment can be made through:

- Online via our patient portal at [Website]
- By phone at [Phone Number]
- By mail to [Mailing Address]
- In person at our office during business hours

If you believe this balance has been paid or if there's an error in our records, please contact us immediately so we can resolve any discrepancies.

Your prompt attention to this matter is greatly appreciated. We value you as a patient and look forward to continuing to provide you with excellent care.

Sincerely,

[Practice Name]

Billing Department

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/collection-letters-to-patients>